



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

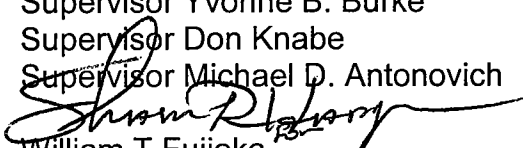
YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

October 16, 2007

To: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich  
From:   
William T Fujioka  
Chief Executive Officer

## LONG-TERM LEAVE OF ABSENCE

On September 25, 2007, on a motion by Supervisor Antonovich, our office was instructed to work with County departments to identify the number of employees on long-term absence, whether physician documentation is current, whether accommodations have been offered, etc. In addition, our office was instructed to report back on County-wide policies and procedures for departments to follow to ensure that appropriate measures are implemented by departments to address this issue, including a report back on the return-to-work function in each department.

We are currently working with County departments to update information in the County-Wide Timekeeping and Payroll Personnel System (CWTAPPS) to ensure that it reflects the accurate number and information of employees on long-term absence. Once the updates are completed, our office will issue County-wide policies and procedures for departments to ensure that appropriate measures are implemented to address the issue. We respectfully request an extension to January 15, 2008, to be able to complete the necessary reviews and prepare a report for your Board's consideration.

Please contact Lisa Nuñez at (213) 974-1163 if you have any questions or need additional information, or your staff may contact Linh Mok at (213) 974-1339.

WTF:LN  
GS:LM:dc

c: Executive Officer, Board of Supervisors

long-term leave of absence.bm